A Beginner’s Guide to Equation Editor in Microsoft Word 2007

**Basics for Designing Your Own Equations**

* Shortcut Entry (Alt. +=)
* Design Bar Options

-Tools

-Symbols

-Structures

**Transferring to Presentation Software**

In general, make equations in larger font

**Insert a frequently used or preformatted equation**

* On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equations**, and then click the equation that you want.

**Add an equation to the list of frequently used equations**

1. Select the equation that you want to add.
2. Under **Equation Tools**, on the **Design** tab, in the **Tools** group, click **Equation**, and then click **Save Selection to Equation Gallery**.
3. In the **Create New Building Block** dialog box, type a name for the equation.
4. In the **Gallery** list, click **Equations**.
5. Select any other options that you want.